

Green Energy Program Participating Contractor Application Form

**Delaware Department of Natural Resources and Environmental Control
Delaware Energy Office
1203 College Park Drive, Suite 101
Dover, DE 19904**



July 2010

5.0 Participating Contractor Application



Please complete, sign and submit for consideration as a Delaware Program Participating Contractor.

A-1 Contractor – Installer Information

Company Name: _____

Contact: _____

Title: _____

Address: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Website: _____

A-2 Licensure:

License	Company Name	Date Effective	License Number
Delaware Business License (Copy Required)			
Professional Electrician License (Copy Required if applicable)			
Professional Plumbing License (Copy Required if applicable)			
Professional HVAC License (Copy Required if applicable)			

B. Company Information

B-1: Principal Product(s) Offered by Firm. Check only those technologies your company has provided the training certificates to install:

- ☐ Photovoltaic
- ☐ Solar Water Heating
- ☐ Wind
- ☐ Geothermal
- ☐ Fuel Cell

B-2: Principal Sector:

- ☐ Residential Installation
- ☐ Commercial Installation

B-3: Brief History and Organizational Structure of Firm

Number of Years in Business: _____

Current Number of Employees: _____

Referring to section B1 detail how many of each system have you installed in the last three years? _____

How many of each system do you currently service? _____

C. Education, Experience and Licensure

C-1: Referring to section B1. List the installation training and/or certification programs the **Contractor** has attended: Attach a copy of all certificates or other proof of training and examination. Contractors must check with the Delaware Energy Office regarding approved training classes.

Renewable Energy System Training Program(s)	Dates Attended	Passed Exam (Yes, No, or n/a)

C-2: Referring to section A-2. List the installation training and/or certification programs the **Licensed Professional** has attended: Attach a copy of all certificates or other proof of training and examination. *Contractors submitting applications that do not have evidence that the licensed professional has been trained in the technology to be installed will be automatically rejected. Licensed Professionals are required to attend hands on training programs. Licensed Professional must check with the Delaware Energy Office regarding approved training classes. No computer based or online training programs will be accepted for the Licensed Professionals.*

Renewable Energy System Training Program(s)	Dates Attended	Passed Exam (Yes, No, or n/a)

C-3: Date and location of the three most recently installed renewable energy systems. Contractors may leave this section blank if they are new contractors and have no installation history. Approval to install for the purpose of obtaining grants may be granted if all other requirements of this application can be met prior to system installation.

Location, City, State	Type System	Date Installed

C-4: Provide three **written** references signed by the customers for each technology you are seeking approval to install and their renewable energy system descriptions that the State of Delaware is authorized to contact. Contractors may leave this section blank if they are new contractors and have no installation history however the reference requirement is still required in order to be a listed contractor. Approval to install for the purpose of obtaining grants may be granted if all other requirements of this application can be met prior to system installation.

Customer Name, Address, Phone	Date of Installation	System Description Type & Size

D: Statement of Commitment, Conduct and Legitimacy

- ☐ I certify, that I am a contractor in good standing and have a “Satisfactory Record” with the Better Business Bureau.
- ☐ I certify, that I maintain \$1 million General Liability Insurance Policy. (Attach insurance certification sheet.)
- ☐ I certify, that I maintain a Worker’s Compensation Insurance Policy (only for contractors that employ installers, laborers, salespeople, administrators, etc.)
- ☐ I will ensure that all licenses, insurance, and education documentation as required by the Delaware Energy Office will be kept current and provided to the Delaware Energy Office as they are renewed.
- ☐ I certify, that I have read the Participating Contractor Guidelines, and if approved to be a participating contractor will follow the guidelines outlined in this document.
- ☐ I will comply with federal, state, and local statutes, regulations and public ordinances of any nature governing the work.
- ☐ I will only use the licensed and trained professionals detailed in the application. If a new licensed professional is to be used I will ensure they meet the same training requirements

as the previous contractor and as required by the Green Energy Program and will submit to the Delaware Energy Office copies of the licensed professional's hands on technology training certificates.

- ☐ I will obtain and maintain all required permits and licenses.
- ☐ I will pay all applicable sales, consumer, use and other similar taxes required by law.
- ☐ I meet all the program eligibility requirements and agree to abide by all laws, rules, and regulations applicable to program participation.
- ☐ I will provide a full 5-year system warranty that will clearly state that the customer has labor and parts coverage for 5 years.
- ☐ I will notify the Delaware Energy Office when my business for any reason will discontinue participation in the Green Energy Program.
- ☐ I understand that failure to comply with the documentation requests of the Delaware Energy Office can result in suspension and termination from participation in the Green Energy Program.

E. Signature

I certify, under penalty of perjury, that all the information provided above is true and correct. I agree to comply with the Guidelines above and all regulations pertinent to the Program. I hereby apply to be a Participating Contractor in the Delaware Green Energy Program.

Signature _____ Date: _____
Applicant

Required Attachments:

Copy of all certificates or other proof of training and examination
Copy of Delaware Business licenses
Copy of Professional Licenses and Trainings attended and passed by Licensed Professional
Copy of General Liability Insurance and Statutory Worker's Compensation
Failure to supply these documents will result in a delay of approval

Please mail this completed form and all required attachments to:

Delaware Energy Office
Scott V. Lynch, Green Energy Program Planner
1203 College Park Drive, Suite 101
Dover, DE 19904

Notes:

- 1. All new startup companies without references or job history must at least have proper training in order to install systems under any of the Green Energy Programs. Your company will not be listed on the Delaware Energy Office website until at least (3) installations have been completed to provide your references. These installations may not include any installs at your company's business or for company employees.***
- 2. Upon Approval your company may be required to have an application procedure meeting with the Delaware Energy Office to discuss how to effectively submit applications. ****
- 3. In order to be listed as a Delaware Company the contractor must have a physical professional business building address in Delaware. Personal addresses or Post office boxes without a physical professional business building address and will not be accepted. Failure to comply with the requirement above may result in suspension and/or dismissal as a contractor participating with the Green Energy Program.**
- 4. Contractors requesting to install renewable energy technologies for which they were not previously approved must submit a Green Energy Program Participating Contractor Supplemental Application Form and all training documentation in order to be approved. Please note three written references must be provided in order to gain listing on the Delaware Energy Office website.**
- 5. Please feel free to provide additional pages to this application in the event that the designated response area does not provide enough space.**

Green Energy Program Participating Contractor Supplemental Application Form

(Only to be completed if you are a Current Contractor seeking to install a new Renewable Energy Technology not previously approved)

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Dover, DE 19904**



July 2010

5.1 Participating Contractor Supplemental Application



Please complete, sign and submit for consideration as a Delaware Program Participating Contractor.

A-1 Contractor – Installer Information

Company Name: _____

Contact: _____

Title: _____

Address: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Website: _____

A-2 New Licensure:

License	Company Name	Date Effective	License Number
Professional Electrician License (Copy Required if applicable)			
Professional Plumbing License (Copy Required if applicable)			
Professional HVAC License (Copy Required if applicable)			

B. Company Information

B-1: **New Product(s)** Offered by Firm. Check only those technologies your company has provided **new** training certificates to install:

- ☐ Photovoltaic
- ☐ Solar Water Heating
- ☐ Wind
- ☐ Geothermal
- ☐ Fuel Cell

B-2: Principal Sector:

- ☐ Residential Installation
- ☐ Commercial Installation

C. Education, Experience and Licensure

C-1: Referring to section B1. List the installation training and/or certification programs the **Contractor** has attended: Attach a copy of all certificates or other proof of training and examination. Contractors must check with the Delaware Energy Office regarding approved training classes.

Renewable Energy System Training Program(s)	Dates Attended	Passed Exam (Yes, No, or n/a)

C-2: Referring to section A-2. List the installation training and/or certification programs the **Licensed Professional** has attended: Attach a copy of all certificates or other proof of training and examination. *Contractors submitting applications that do not have evidence that the licensed professional has been trained in the technology to be installed will be automatically rejected. Licensed Professionals are required to attend hands on training programs. Licensed Professional must check with the Delaware Energy Office regarding approved training classes. No computer based or online training programs will be accepted for the Licensed Professionals.*

Renewable Energy System Training Program(s)	Dates Attended	Passed Exam (Yes, No, or n/a)

***Contractors approved to install new technologies are still required to adhere to all Green Energy Program Contractor requirements.**